

## East Hartford Department of Health & Social Services Itinerant Vendor Food Service Requirements Frequently Asked Questions

### Introduction

The Town of East Hartford revised the Code of Ordinances, Chapter 8. Businesses, regarding itinerant food vendor establishments (IFVE) effective June 20, 2022. Changes to the ordinance and subsequent implementation of East Hartford Department of Health & Social Services IFVE regulations were made to streamline the process for persons seeking to obtain a food service establishment or temporary license and define operational requirements for IFVEs within the jurisdiction of East Hartford. The purpose of these frequently asked questions document is to summarize the regulations, provisions, and restrictions for IFVE operators as well as organizations in East Hartford that may be interested in scheduling events with food trucks, frozen dessert trucks, or other mobile food vendors.

### What is an itinerant food vending establishment?

A food vending business serving food or drink from any establishment or conveyance without fixed location and without connection to water supply and sewage disposal systems as set forth in Sec. 19-13-B-48 of the Regulations of Connecticut state Agencies. Common examples of an IFVE are food trucks, ice cream trucks, and hot dog carts.

### What documents should I review to understand East Hartford IVFE operating requirements?

1. *Health Department Regulation of Itinerant Food Vending Establishments*. This document outlines regulations, provisions, and restrictions IFVEs are subject to when operating in East Hartford.
2. *Town of East Hartford Itinerant Food Vendor Map of Designated Streets*. This document illustrates the designated streets and municipal properties IFVEs are able to operate during approved hours and according to requirements outlined in the regulations.
3. *The Public Health Code of the State of Connecticut, Section 19-13-B-48. Itinerant food vending*. IFVE operators are required to be licensed by the East Hartford Health Department and must follow the requirements as defined in Sec. 19-13-B48.
4. *Public Act 21-20* in Connecticut set new equipment and operating requirements for “frozen dessert trucks” (commonly referred to as ice cream trucks), and for anyone driving around one of these vehicles.

All documents can be accessed on the East Hartford Health Department IFVE website at <https://www.easthartfordct.gov/environmental-health/pages/itinerant-food-vendorsfood->

[trucks](#). Mobile food vendor operators and the public can also contact the health department at 860-291-7324 to speak with an environmental specialist.

### **Is a food service license required to operate as an IFVE in East Hartford?**

Yes. IFVEs must receive a food service license from the East Hartford Health Department. Operators can apply for an annual food service license if you plan to conduct business on a regular basis in East Hartford, or you can apply for a temporary license if operation is limited to a specific event (i.e., festival, private event). Applications for a food service license must be made through the Town's online permitting portal located at <https://easthartfordct.viewpointcloud.com/>. Food service operators must apply for a temporary license no less than two weeks prior to an event. Organizations scheduling mobile food vendors for events are recommended to confirm with the vendor they have a food service license issued by the East Hartford Health Department.

### **Is a peddler's permit required to operate as an IFVE in East Hartford?**

No. Effective June 20, 2022, the only license required for an IFVE is a food service license from the East Hartford Health Department. If an organization plans to conduct an event open to the public (festival, fair, anniversary celebration, etc.), an amusement permit must still be submitted for approval. Event coordinators are advised to review the IFVE regulations to assure food trucks and other mobile food vendors follow regulations during the event.

### **Where in East Hartford are IFVEs allowed to operate?**

Section (1) of the IFVE regulations outline designated locations and scheduled events where IFVEs are allowed to park and operate.

- i. On streets shown on maps published by the Town of East Hartford. Maps of permitted streets will be provided to the IFVE operator when a food service license is issued. IFVE operation maps will also be published on the East Hartford Health Department IFVE website located at <https://www.easthartfordct.gov/environmental-health/pages/itinerant-food-vendorsfood-trucks>. Please note streets may be changed from time to time by the Chief of Police, in consultation with the Mayor. The Town will publish revised maps on the health department IFVE website and notify licensed vendors.
- ii. At events held on Town owned property provided the IFVE is operating as a caterer for an event and is not serving the general public. The following locations are Town owned properties where IFVEs can operate, if the event coordinator schedules the IFVE:
  - a. Alumni Park and adjacent Town Green;
  - b. Brewer House;
  - c. Dwyer Park;
  - d. East Hartford Community Cultural Center (50 Chapman Place);
  - e. East Hartford Senior Center (15 Milbrook Drive);
  - f. East Hartford Raymond Library (840 Main Street);
  - g. East Hartford Town Hall (740 Main Street);
  - h. Foran Park;
  - i. Great River Park;
  - j. Goodwin Park;



- k. Gorman Park;
  - l. Hockanum Park;
  - m. Labor Field Park;
  - n. Martin Park; and
  - o. McAulifee Park;
- iii. In Town parks (refer to ii. above for the list of approved parks) provided the IFVE is associated with a Town sponsored event, or an organization utilizing Town fields or facilities pursuant to a permit issued by the Parks & Recreation Department. Examples include sports league games, festivals, concerts, etc.
- iv. On private property, associated with scheduled events organized or approved by the owner of the property, and accessory to the existing business onsite subject to the requirements of Town Ordinances, Zoning Regulations and IFVE regulations.

**What are the operating hours for IFVEs?**

IFVEs will be allowed to operate Sunday through Saturday of each week, from 9 am to 6:00 p.m., unless otherwise allowed in the discretion of the Chief of Police with respect to events issued an amusement permit.

**Are there safety requirements for IFVE vendors operating on approved Town streets?**

1. IFVEs must be equipped with their own supply of power and water and may not place any hoses or powerlines within the right of way or Town roadways.
2. The following are not allowed:
  - a. The placement of any tables, chairs, fire pits or portable heaters outside of the IFVE.
  - b. The use of loudspeakers, speakers, amplifiers or other means for projecting voice or sounds.
  - c. Music, amplified or acoustic.
  - d. The use of temporary signs, except for one small (less than 6 square feet) sign which must be located within 5 feet of the food truck and positioned so that it does not block any parking spaces, sidewalks, or vehicular traffic.
  - e. Flashing or blinking lights. Lighting shall be limited to that which is necessary to illuminate the IFVE for the safety of staff and customers.
  - f. Operating or serving customers from side of the IFVE facing a town road or other right of way that carries motor vehicle traffic.
3. IFVE operation on approved Town streets are subject to no parking signs, emergency and snow regulations; and “no parking” restrictions on days designated by the East Hartford Police Department.

**Who should I contact if my organization is interested in hosting an event on Town owned property?**

If your organization is interested in utilizing Town owned space, please contact the following departments:

1. Any Town parks (Alumni, Foran, Dwyer, etc.), Brewer House, Community Cultural Center, and Senior Center – Parks and Recreation at (860) 291-7160
2. Raymond Library – Library Department at (860) 291-4330
3. Town Hall – Mayor’s Office at (860) 291-7204

Organizations will need to provide the names of IFVEs to assure only approved operators conduct business during approved events.

**What are the criteria and considerations for organizations to schedule a mobile food vendor for an event on their property?**

The Town encourages businesses to consider reserving an IFVE for your upcoming events. It’s important to assure you have the space for the vendor to operate on your property. The following is a list of criteria:

1. The property requires sufficient space for the mobile food vendor to park entirely on the property.
2. Operating or serving customers from the side of the IFVE facing a town road or other right of way that carries motor vehicle traffic is prohibited.
3. Town zoning regulations require businesses to maintain a minimum number of parking spaces during hours of operation; an IFVE is prohibited from occupying these spaces for events.
4. Organizations are allowed to host IFVEs for scheduled events with approval by the owner and accessory to the existing business onsite. Property owners are prohibited from scheduling IFVEs to utilize commercial property that does not have a business currently in operation. Examples of prohibited IFVE operations on private property include scheduling an IFVE to operate on an open lot or undeveloped property site where no other business is in operation or placing an IFVE on parking spaces required for business operations forcing customers to park on other property or Town roads.
5. Examples of scheduled events include employee or customer appreciation days, holiday or anniversary festivities associated with the organization, promoting business grand opening or sales for customers, etc.